

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standing Operating Procedure for Swimming Pool

1. PURPOSE. To establish policies, procedures, and responsibilities for the utilization of the Fort Detrick swimming facility.
2. SCOPE. These procedures and the following safety and hygiene practices apply to all patrons utilizing the swim facility. In addition to the rules prescribed below, accepted rules of good conduct will prevail at all times.
3. RESPONSIBILITY. The Post swimming pool is a seasonal recreational facility under the supervision of the Sports Director, Business Operations, Recreation, and Ventures Division, who will:
  - a. Regulate the hours of operation to permit maximum utilization by members of this command.
  - b. Insure only authorized personnel utilize the swimming pool (paragraph 5-a).
  - c. Coordinate with the Safety, Environment, and Integrated Planning Office and the Directorate of Installation Services (DIS) concerning inspections to insure pool sanitation meets the standard medical requirements (TB MED 575; TM 5-662).
4. PATRON USAGE FEES.

CATEGORY	INDIVIDUAL	FAMILY*
E1-E4 (Active Duty, Reservists, National Guard, and Retirees) (GS-1 - GS-5)	\$20.00	\$35.00
E5-E6 (Active Duty, Reservists, National Guard, and Retirees)	\$30.00	\$70.00
E7-E9 (Active Duty, Reservists, National Guard, and Retirees)	\$35.00	\$85.00
Officers (Active Duty, Reservists, National Guard, and Retirees)	\$45.00	\$100.00
DA Civilians (GS-6 - up), Contractors with Fort Detrick Identification (ID)	\$50.00	\$115.00

**\*Family fee includes up to 5 members, each additional member is \$5.00**

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Daily Admission:

Active Duty/Reservist/National Guard Soldier and Family	\$2.00 per person
Others and Family	\$4.00 per person
Weekly Admission Pass (per guest)	\$10.00
Children under three (3) years of age	Free

**NOTE: ALL GUEST MUST BE ACCOMPANIED BY THEIR SPONSOR**

Swimming pool passes may be obtained beginning Monday, 6 May 2002 at the CPT Jennifer J. Shafer Odom Fitness Center, Building 1507, from 0900-1600, Monday - Friday. Starting Memorial Day, swimming pool passes may be purchased at the pool during the hours of 1100-2000 daily.

5. PATRON ELIGIBILITY.

a. Active duty personnel, retired military, and their eligible family members with a valid ID card. Family members are considered to be those persons related by birth or marriage: children over the age of 21 (through the age of 23) must be enrolled in college to remain eligible. Reservists/National Guard and their eligible family members. Department of Defense (DOD), National Institutes of Health (NIH) Frederick, and U.S. Department of Agriculture (USDA) Frederick employees with valid ID card. Contractors assigned to Fort Detrick with the following agencies: DOD, NIH, National Cancer Institute, and USDA with valid ID or letter of request from Contracting Officer.

b. Only one guest per sponsor. The sponsor is responsible for the action of his/her guest while in the pool area. When the sponsor leaves, the guest must leave. Trouble caused by a bona fide guest could result in the suspension of pool privileges of the sponsor concerned for the rest of the season. Children ages three and under are not required to have a pool pass but are required to be accompanied/supervised by a parent or guardian at all times.

c. Children under the age of 10 must be accompanied by a parent or guardian to the swimming pool. A guardian is 12 years or older and must be present and responsible within the enclosure of the pool.

6. DEFINITION. Fort Detrick has one pool and it is located behind Building 839. The capacity load is 120 bathers. Whenever pool capacity is reached, the lifeguards will have the authority to stop entrance to the pool until such time as a sufficient number of people have left the pool to accommodate others wishing to use the facility.

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7. HOURS OF OPERATION.

a. The pool will be open daily 1100-2000.

b. The pool will be cleared of children for the use by adults during Adult Swim, children three (3) years and under may accompany a parent during this time. Adult Swim will be every 45 minutes for 15 minutes before the hour. Adults are those persons the age of 18 years or older. These times are set-aside for laps and general swimming.

c. All patrons will clear the water for "Retreat".

8. RULES/OPERATING PROCEDURES. Personnel authorized to utilize the facility (paragraph 5-a.) must conform to the following upon entering the pool:

a. Must possess a valid swimming pool pass for the appropriate season.

b. Must sign-in the attendance logbook prior to entering the pool and sign-out when leaving the pool area. Valid cardholders must sign-in their guest and will be responsible for the guest. Limit one (1) guest per sponsor. Must be 12 years old to sign in a guest.

c. Abide by the following rules:

(1) Swimming is not permitted unless lifeguard is on duty.

(2) Shower before entering the pool.

(3) Food and beverages will be permitted in designated areas only (grassy areas). **NO FOOD OR DRINK WILL BE CONSUMED ON POOL DECK.**

(4) Glass containers are prohibited (bottles, jars, etc.).

(5) No alcoholic beverages will be permitted within the pool area.

(6) No smoking in or around the pool or bathhouse. Smoking permitted outside pool compound.

(7) Persons with evidence of communicable diseases will not be permitted in the pool area to include poison ivy, chicken pox, open lesions, nasal discharge, sores, or infected wounds (TM 5-662; 5-2).

(8) Foot gear (shoes, thongs, etc.) will be limited on the pool deck. Shower shoes are permitted in the shower area.

(9) Chewing gum is prohibited inside the pool area.

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(10) Band-aides are prohibited inside the pool area.

(11) Non-swimmers will be required to remain in the shallow area of the pool. All children under the age of 10 years will be accompanied at all times at the pool area by a parent or a responsible guardian. Children not toilet trained are excluded from the main pool, unless rubber water-proof panties are worn over diapers (to include Pampers, Huggies, etc.).

(12) Children over the age of seven (7) are not permitted to swim in the children/baby pools. These are non-swimming areas.

(13) Only one (1) person at a time will be permitted on the diving board.

(14) Only one (1) person at a time on either slide. No sliding head first, sit-up only. No horse play on this equipment.

(15) No diving from the edge of pool, depth is 3 1/2 feet (minimum diving depth requirement is 5 feet).

(16) No running and jumping from side into the pool.

(17) All injuries will be reported immediately to the lifeguard on duty.

(18) Pets will not be permitted within the enclosure of the pool, except a Seeing Eye dog.

(19) Radios will be kept at conversation level or lower.

(20) Whistles or noisemakers are not permitted.

(21) Horse play, running, shoving, dunking, water fights, chicken fights, splashing, no one on shoulders, and tag games prohibited.

(22) "Check-service" for items of personal value will not be available at the pool. Personnel are advised to leave such items as billfolds, rings, etc. at home.

(23) Bicycles brought to the pool should be parked in the bike rack and kept clear of all sidewalks.

(24) No skateboards may be ridden inside the pool enclosure.

(25) All profanity, improper behavior, vulgar remarks, and gestures prohibited.

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(26) Swimming is not permitted in the slide area of the pool.

(27) Flotation devices; (noodles, floats, inner tubes, etc.) are not allowed in the pool (safety hazard). Children using water wings, life jackets or built-in flotation devices must check with the lifeguard before entering the pool. These aides are for children under the age of seven (7) who cannot swim. The parent or guardian must be in the water and will be no more than an arms length away. The child must stay in the shallow end and will not be allowed off the diving board or the slide with these items on.

(28) Persons with protective coverings (casts, splints, wraps, etc.) may not enter the pool and will remain in designated areas. Please check with the lifeguard on duty.

(29) Sponsors are responsible for the conduct and close supervision of their family members and guests.

(30) Patrons not abiding by the rules are subject to removal from the pool area (of sight and sound) and or subject to other disciplinary actions.

(31) No cartwheels, handstands, or other dangerous stunts allowed off the diving boards or the sides of pool.

(32) Underwater breathing apparatus (snorkels, scuba gear, etc.) are allowed in the lap lanes only.

(33) Pool lap lanes will be closed Monday - Friday, 1230-1600 during non-school days to alleviate overcrowding.

(34) Use of splash pad is permitted only when a lifeguard is in the chair and on duty. Use of the splash pad is limited to 30 patrons at any given time. No running on the splash pad. Children aged five and under must be accompanied by an adult at all times on the splash pad.

d. Lifeguards have the right to dismiss anyone from the swimming area (of sight and sound) for irresponsible actions which endanger the safety of others.

9. INCLEMENT WEATHER POLICY. In the event of rain, the lifeguards will clear the pool until rain ceases. During storms, the lifeguards will clear and close the pool immediately. All patrons must leave the facility including the bathhouse. Note: A period of 30-45 minutes will elapse after the last lightning bolt and/or thunder before the facility will reopen. This time period is recommended by the American Red Cross to insure that the storm system has left the immediate area. In addition to inclement weather, any weather such as overcast, cold, MCHD-CSB

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breezy, and unseasonably cool (mid to lower 60's) may be grounds for

the aquatics manager or the head lifeguard to close the pool. A factor to consider would be patron usage. If there have been less than 12 patrons within a two (2) hour timeframe, the manager/head lifeguard may elect to close the pool. During normal duty hours, individuals may elect to call the pool at 301-619-2368 to check pool status.

10. BATHHOUSE/MULTI-CRAFT SHOP. The Bathhouse and Multi-craft Shop are separate facilities and will be treated as such. There is a common shower and changing area only. Entrance to the pool will be accessed from the gate near the tennis court.

11. TELEPHONE. The telephone is for official business only. Calls will be limited to a maximum of three (3) minutes.

12. POOL RESERVATIONS. All pool reservations will be made in person at the pool. There is a ten (10) dollar nonrefundable deposit required to reserve the pool. Complete payment must be made seven (7) days prior to event. Costs will be \$45.00 per hour. Maximum of four (4) hours times starting at 2000 and ending by 2400. Parties of more than 75 people will require an additional \$10.00 per hour fee. The cost includes facility usage and lifeguards. Only inclement weather will be grounds for refund.

13. Point of contact will be the Pool Manager, Mr. Steve Spencer at 301-619-2368.

RAFAEL SANTALIZ, JR.  
Director, Community  
Services

MEMORANDUM FOR Directorate of Community Services (MCHD-CSB), 1520  
Freedman Drive, Fort Detrick, MD 21702-5016

SUBJECT: Pool Reservation

1. Name of Organization: \_\_\_\_\_

2. Name of Requestor/Sponsor: \_\_\_\_\_

3. Phone Number of Requestor/Sponsor: \_\_\_\_\_

4. Mailing Address of Requestor/Organization: \_\_\_\_\_

5. Date: \_\_\_\_\_ Time: \_\_\_\_\_ # of People: \_\_\_\_\_

6. ALL RESERVATIONS REQUIRE A \$10.00 NON-REFUNDABLE DEPOSIT.

7. As the requestor/sponsor of this organization, I assure that the following policies will be followed:

a. Any participant of the outing who is drinking or in possession of malt beverages or wine, is 21 years of age or older. Alcoholic beverages other than wine or malt beverages are prohibited.

b. Any vehicle driven into the area for the purpose of loading/unloading will be removed immediately.

c. That the pool area will be policed prior to the group departure and all trash will be placed in large trash container in parking lot.

d. No glass containers inside the pool area due to glass breakage causing a safety hazard to barefooted people.

e. The lifeguards have the right to request that a person under the influence of alcohol or who may endanger the safety of others or themselves to leave. Drinking and swimming do not mix.

\_\_\_\_\_  
Signature, Rank/Grade of Requestor

(OVER)

TO:

Your Pool request is: APPROVED/DISAPPROVED.

STEVEN SPENCER  
Pool Manager